1. General Information

1a. Submitted by the College of: UNDERGRADUATE EDUCATION

Date Submitted: 3/2/2016

1b. Department/Division: Undergraduate Education

1c. Contact Person

Name: Jane Jensen

Email: jjensen@uky.edu

Phone: 8594897050

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: UK 096

2c. Full Title: Academic Preparation Program for College Algebra

2d. Transcript Title: APP College Algebra

2e. Cross-listing:

2f. Meeting Patterns

LABORATORY: 2

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 1

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: UK096 is one of two options to meet the requirements for College Readiness at UK. UK096 provides accelerated preparation for MA109. Topics include arithmetic, algebra, rational equations, polynomials, exponential functions, problem solving, and applications (word problems).

2k. Prerequisites, if any: UK095 or UK096 is required for students scoring less than 19 on the Math ACT OR less than 460 on the SAT AND less than 30 on the UK math placement exam.

2l. Supplementary Teaching Component:

3. Will this course taught off campus?   No

   If YES, enter the off campus address:

4. Frequency of Course Offering: Summer, Fall, Spring

   Will the course be offered every year?:   Yes

   If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?:   Yes

   If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 18

7. Anticipated Student Demand

   Will this course serve students primarily within the degree program?:   No

   Will it be of interest to a significant number of students outside the degree pgm?:   Yes

   If Yes, explain: UK095 or UK096 is required for students scoring less than 30 on the UK Math Placement Exam.

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

   If No, explain:

9. Course Relationship to Program(s).

   a. Is this course part of a proposed new program?:   No

   If YES, name the proposed new program:

   b. Will this course be a new requirement for ANY program?:   No

   If YES, list affected programs:

10. Information to be Placed on Syllabus.

   a. Is the course 400G or 500?:   No

   b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1.How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3.How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5.How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6.How do course requirements ensure that students make appropriate use of learning resources?

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?   NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10.Does the syllabus contain all the required components?   NO

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

From:	Withers, Benjamin C
Sent:	Tuesday, April 26, 2016 3:24 PM
To:	Ett, Joanie M
Cc:	Jensen, Jane M
Subject:	Re: UK 095 and 096 for your approval

I approve.

Sent from my iPad

On Apr 26, 2016, at 1:21 PM, Ett, Joanie M <joanie.ett-mims@uky.edu> wrote:

> Hi Ben,
>
> Jane has submitted two APP courses to eCATS (attached), but since they are below 100-level they are getting hung up somewhere in the system. Will you review the course documents when you have a chance, and let us know if you approve?
>
> Thanks,
> Joanie
>
> Joanie Ett-Mims
> Undergraduate Education
> University of Kentucky
> 230 McVey Hall
> Lexington, KY 40506-0045
> (859)257-9039
> joanie.ett-mims@uky.edu
>
> <UK 095-new.pdf>
> <UK 096-new.pdf>

UK 096 Academic Preparation Program
Preparation for College Algebra
Fall Semester, 2016-2017
W.T. Young Library, Basement room B110

Instructor: Penny Robinson
Email: penny.robinson@uky.edu
Peer Educator: TBA
Office: W.T. Young Library, room B-23A
Office Phone: 859-218-6010
Office Hours: Mondays and Wednesdays 9:00 am-11:00 am

The Academic Preparation Program supports UK students to be college ready and successful in the major. UK 096 is designed to help prepare students for MA 109 and the UK Core Quantitative Reasoning requirement. The goal of this course is to further your understanding of intermediate algebra so that you are equipped to handle more advanced topics in subsequent mathematics classes. The primary purpose of UK 096 is for you to learn and retain the information to help you succeed next semester and beyond.

Course Description:
UK 096 is one of two options to meet the requirements for College Readiness at UK. UK 096 provides accelerated preparation for MA 109. Topics include arithmetic, algebra, rational equations, polynomials, exponential functions, problem solving, and applications (word problems). Students are supported in regular class meetings by an instructor and a peer instructor to help achieve mastery.

Prerequisites:
UK 096 is a required course for students scoring less than 19 on the Math ACT or less than 460 on the SAT AND less than 30 on the UK math placement exam.

Student Learning Outcomes
In alignment with Kentucky's Council for Post-Secondary Education College readiness indicators, upon successful completion of UK 096 APP for College Algebra, students will be able to:

1. Add, subtract, multiply, and divide polynomials.
2. Factor polynomials including finding the greatest common factor, using grouping, recognizing special products, and factoring general trinomials.
3. Use the properties of rational exponents.
4. Add, subtract, multiply, and divide rational expressions.
5. Solve quadratic equations using factoring, completing the square, and the quadratic formula.
6. Solve polynomial and rational equations.
7. Solve systems of linear equations in two unknowns.
8. Solve absolute value equations and solve and graph absolute value inequalities.
9. Solve and graph linear equations and inequalities in one or two variables.
10. Solve equations with radicals.
11. Evaluate real numbers raised to rational exponents and simplify expressions containing rational exponents.
12. Convert expressions with rational exponents to radical form and vice versa.
13. Understand the concept of slope, how it relates to graphs, and its relation to parallel and perpendicular lines.
14. Determine an equation of a line given two points, a point, and slope, a point and a parallel or perpendicular line.
15. Determine whether a given correspondence or graph represents a function.
16. Evaluate functions and find the domains of polynomial, rational, and square root functions.
17. Apply the concepts in the course to model and solve applications based on linear, quadratic, and exponential functions.
18. 18. Graph parabolas by finding the vertex and axis of symmetry and plotting points.

Required Materials
- **18-week ALEKS access code available in the University Bookstore for approximately $104. It is impossible to work in this course without the ALEKS access code.**
- A notebook capable of holding your class work and any additional paper distributed in class. Spiral bound notebooks with pockets should contain at least 100 pages
- Paper and something to write with, preferably a pencil with an eraser
- **NOTE:** The only permissible calculator is the one provided within ALEKS. **ALL others are prohibited.**

Course Assignments
- Participation (Time in ALEKs and course activities)   15 pts
- Homework (Completing ALEKS Objectives)   30 pts
- Assessments (Reaching ALEKS)   <u>55 pts</u>
                                                                   100 pts

Summary Description of Course Assignments
Most assignments and assessments are completed in the ALEKS program. Each student works toward completing objectives within the program referred to as completing his or her "pie" (a visual representation of the different math competencies mastered). This work is conducted in class and as homework. Regular tests or assessments are also required in the ALEKS program.

A note on course pace:
This course is designed to meet each student where they are mathematically. Students come to the course from varied educational backgrounds with varied knowledge; therefore, the amount of time required for course mastery to meet CPE college readiness indicators varies from student to student. Many complete the course requirements in a single semester but for some that task requires more time; how much time the student is able and willing to commit to the course, the rate a student learns concepts, his/her ability to retain learned information are some of the factors that affect the length of time a student remains in UK 096. The course easily accommodates those that take more than one semester and allows for students to receive a "Z" grade (see below) and continue to complete the course in the subsequent semester essentially picking up where he/she previously left off.

PARTICIPATION IN ALEKS AND OTHER COURSE RELATED ACTIVITIES
Participation points will be awarded for time spent working in the ALEKS program. Points are also awarded to students for meeting with their peer educator and for their UK 096 notebooks. At the instructor's discretion, points may be given for additional course related assignments/activities.
- Up to Seven (7) **Weekly Time Points** will earned by working on topic mastery in ALEKS. In order to earn time points the student must spend **at least five hours per week working** in the program. Success in UK096 is based mainly on progressing and retaining information learned in ALEKS. It is imperative that students spend a sufficient amount of time each week moving ahead and mastering their topics. Data suggests a strong relationship between the amount of time spent working in ALEKS and the progress made in ALEKS. Students are expected to be actively engaged in ALEKS or related activities during class and to continue to work outside of class toward topic completion. Hence, the goal for the semester is to spend **at least five hours per week working** in ALEKS. To check time in ALEKS go to Reports. Click on the Time and Topic tab. Change the date range to reflect the current date range (usually Monday through Sunday) and then click compute.
- **Required Peer Educator One-on-One Meetings (4 points)** are opportunities to meet with your peer educator outside of class. The two meetings typically last less than 30 minutes and give both the peer educator and the student an opportunity to know each other better. Your peer educator is available to answer questions about the course, the university, campus life, and study resources. These

meetings are required and are scheduled by the student. Sign-ups begin early in the semester. Failure to keep an appointment with the peer educator will be handled in the following manner:

- o Failure to keep appointment due to a documented, excused absence........student may reschedule without penalty
- o Cancellation at least 48 hours in advance...........student may reschedule, availability permitting (up to two occurrences)
- o University activity scheduling conflict.................student may schedule an alternative individual coaching appointment at the Study
- o Failure to keep appointment first time................student may reschedule, availability permitting, receiving half credit
- o Failure to keep appointment second time...........student receives a zero

- **Notebook Checks** will be conducted twice during the semester (2 points each for a total of 4). The notebook is expected to be more than an accumulation of scratch work, rather it is to be a resource for students when they move on to credit-bearing math. The notebook should contain the course syllabus, handouts from class and entries for each topic studied along with at least one example pertaining to the topic. Entries should be dated and added to on a consistent basis.
- **Math Matters Power Hours** are workshops designed to enhance the math experience for students. Attendance at one or more of these Power Hours is optional, however up to 4 extra credit participation points can be earned by attending different power hour workshops. For descriptions of the workshops and the schedule, please see the course calendar in ALEKS and Canvas.

Homework (ALEKS objectives/topics mastery): Topics in the Beginning and Intermediate Algebra Combined course are divided into pie wedges in a student's pie. These wedges represent some general categories. The topics within each wedge become available in the ALEKS program as the student gains the necessary skills to learn the new topic, therefore not every unlearned topic is visible to the student. Topics are further organized into Objectives. An Objective can be thought of as a chapter. These objectives are given completion deadlines to show progress in the course and to calculate progress (including mid-term) grades.

Course Schedule: The tentative deadlines for the 2016 Fall semester are as follows:

- Objective #1 Course Readiness   Due on or before 9-12-16
- Objective #2 Linear Equations, Inequalities and Graphing   Due on or before 10-3-16
- Objective #3 Polynomials, Exponents and Factoring   Due on or before 10-20-16
- Objective #4 Radicals   Due on or before 11-2-16
- Objective #5 Systems of Equations, Quadratic Equations   Due on or before 11-21-16
   and More on Equations and Inequalities
- Objective #6 Rational Equations and Exponential Functions   Due on or before 12-6-16

Changes to the above schedule will be announced in class and on ALEKS.

Exams (ALEKS Assessments)
Following an initial assessment at the beginning of the course to determine a student's initial knowledge of this Beginning and Intermediate Algebra course, ALEKS develops a unique learning plan for the student making available only those topics the student is most ready to learn. All the topics in the student's learning plan are contained in their individual course pie. Assessments throughout the semester are based on each student's progress and ensure that learned topics are retained long term. Results of these in-class assessments may affect the topics in a student's pie and reflect a student's progress in the course. Regardless of the individual student course pace, averages for course assessments are used to determine points earned toward the course grade.

Dates for these assessments are subject to change. Upcoming assessments will be announced in class and in the ALEKS course calendar. Tentatively, assessments are scheduled on the following days:

For Monday/ Wednesday sections
September 14
October 5
October 24
November 16
Final Assessment during finals week

For Tuesday/Thursday section
September 13
October 6
October 25
November 17
Final Assessment during finals week

Final Exam: **The final assessment covers material from the entire course and will be held according to the fall final exam schedule.**

On occasion, in-class assessments may be given to ensure mastery of material on an individual basis. The results of these assessments may affect the student's pie but will not be given a grade.

Course Grading

Therefore, the formula to compute the final grade percentage is

Final Grade: $.55(ALEKS\ assessment\ average) + .30(ALEKS\ objective\ average) + .07(Time\ average) + .08(Participation\ average) =$

The corresponding letter grade will be based on the given scale.
- **A**   90%-100%
- **B**   80%-89%
- **C**   70%-79%
- **D**   60%-69%
- **E**   below 60%
- **Z**   As per the University Bulletin, the grade Z means that the student has made significant progress but needs and deserves more time to achieve a passing level. The student should reenroll in the course in order to continue advancement to a level of competence set for the course. Re-enroll grades may be assigned only for development courses numbered 000-099. In order to receive a Z in UK 096, students must attain an average of 70% or higher in Weekly Time in ALEKS.

NOTE: A student with three or more unexcused absences will not receive a passing grade in UK 096. The Z grade is not available to the student with three or more unexcused absences.

Mid-term Grade Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/registrar/calendar). The mid-term grade represents: $.55(ALEKS\ assessment\ average) + .30(ALEKS\ objective\ average) + .07(Time\ average) + .08(Participation\ average) =$ of the course activities completed by mid-term. NOTE: Students demonstrating difficulty meeting the learning objectives for UK096 at midterm are encouraged to "drop down" to UK095 in order to achieve college readiness.

EXPECTATIONS
- Be in class.
- Be prepared to learn.
- Be on time and wait for your instructor to dismiss before packing up your supplies. Being tardy (more than 15 minutes late without prior approval) for three class meetings will count as an unexcused absence. Please speak to your instructor *in advance* when you know you may be late.

- Silence and place out of sight all electronic devices, including cell phones and headphones. The use of electronic devices during class is prohibited. Failure to comply with this policy may result in being asked to leave class, resulting in an unexcused absence.
- Participate in class activities-working on another class during this time is not permitted.
- Ask questions.
- Spend time working in ALEKS outside of class. While possible, it is not reasonable to expect that all the lessons can be completed during class time. Plan on spending several hours per week in ALEKS outside of scheduled class meetings. Refer to the section above titled Course Pace. **Typically students who are successful in UK 096 spend between 70 and 80 hours in the ALEKS program over the span of the semester/session working through the course topics.**
- Become well-acquainted with the resources embedded in the ALEKS course.
- Frequently check your UK and ALEKS email accounts, along with the ALEKS course calendar for announcements pertaining to this class. Announcements will not be made through Canvas.
- Comply with the rules outlined in the *Student Rights and Responsibilities* handbook regarding cheating and plagiarism, as contained in sections 6.3.1 and 6.3.2. Information can be found at http://www.uky.edu/Ombud/.

Comply with the rules presented at the beginning of each ALEKS assessment. Penalties for failing to comply include a grade of zero for the current assessment and/or a failing grade for the course. A grade of Z is not available in this case.

Attendance Policy
Attendance is required. Students must sign in on the attendance sheet to record attendance. Failure to do so could result in an absence. If an absence is unavoidable, it is the student's responsibility to provide acceptable documentation for excused absences within one week of the absence. While emailing the instructor is appreciated, it is not sufficient documentation to excuse an absence. The use of the University Health Service's Tier I document "Explanatory Statement of Absence from Class" is not acceptable verification of an absence. Absences for major religious holidays require one week written notice prior to the absence. See http://www.uky.edu/StudentAffairs/code .

More than two **unexcused** absences results in a final grade of E (failing). Regardless of the progress made or the grades achieved, if a student has more than two unexcused absences, that student will receive a failing grade for the course.

Excused Absences
Students need to notify the instructor in writing of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the

excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Verification of Absences
Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

MAKE UP POLICY
Work missed due to an excused absence should be discussed with your instructor within a week of returning to class and made up as soon as possible. Make up work is not permitted if the absence is unexcused except in the case of scheduled assessments. If an assessment is missed but the absence is unexcused, the assessment will be taken the day the student returns to class with a grade reduction of 10%.

Academic Integrity
Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see http://www.uky.edu/Faculty/Senate/ for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

Accommodations due to disability
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

ADDITIONAL RESOURCES
Transformative Learning @ the Study offers a variety of services to undergraduate students.

- Office Hours @ the Study provides drop-in tutoring by teaching assistants in specific courses, including designated hours of UK 095 and UK 096 assistance by peer educators familiar with ALEX.
- Peer Tutoring Program provides free drop-in tutoring for a number of 100- and 200-level undergraduate courses. Peer tutors are available for your science classes, along with your business

courses. Peer Tutors are experienced undergraduate UK students who have been successful in these courses at UK and are knowledgeable in these areas.

- UK Core Study Hall offers drop-in academic coaching for areas of the UK Core not covered by the peer tutoring in the Study, mostly in the social sciences, humanities, and to provide general reading and study strategies for STEM courses.
- Free individual academic coaching (IAC) sessions can be scheduled with a learning specialist to discuss various strategies you can use to improve as a student.
- The Study Smarter Seminar is a one-time, non-credit earning seminar designed to help students master the art of effective study. The seminar is three hours and teaches students how to study smarter, not harder. Sign up for your seat in this seminar now!

Assistance with ALEKS: For technical issues regarding ALEKS contact ALEKS Customer Support at 714/619-7090 or email through the website at http://support.aleks.com

Sunday	4pm-1am
Monday-Thursday	7am-1am
Friday	7am-9pm